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Approved For Release 2005/11/21 : CIA-RDP70-00211R000300050098-5

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**RETURN TO**

**RECORDS MANAGEMENT DIVISION**

Chief, Regulations Control Staff

15 FEB 1955

Chief, Records Management Division

Publication of Proposed Notice  Numerical Forms Index

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1. As previously discussed by  Forms Management Branch with  of your staff, request publication of the attached proposed Notice No.  Forms Management - Numerical Forms Index. Its issuance, to be followed at a later date, by functional and alphabetical indexes, will be in general accordance with the provisions of paragraph I, CIA Regulation  and will fill the void left when R  15 January 1953 was rescinded because of obsolescence.

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2. A previous draft of the Index was submitted to and coordinated with Area Records Officers of all components and offices including DD/P. Recommended changes have been incorporated in this draft. As a result of this coordination 125 forms of other Government agencies, including a number of Standard Forms were declared applicable to the Agency and 129 forms were obsoleted. The listings are current as of 31 December 1954.

3. In view of the general demand for timely information of this nature, publication of the index should be expedited if at all practicable.

MS/RMD/FME/RDR:ghk (8 February 1955)

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